



Barcelona, 3 July 2020

**ANSWERS TO QUESTIONS**

**2020 – Post-Covid sustainable, green recovery - 17 - PRO285ECA-2020**

With reference to the above-mentioned simplified procedure, please find below the answers to the questions posed by the interested companies:

**REQUEST FOR CLARIFICATIONS Nr. 1 (dated Wed 24/06/2020 11:21)**

**Question 1:** B Annex II ToRs - Studies v2019.0 - At page 8 it is written:

*Technical Assistance Team (TAT) will be composed of 7 experts (1 Coordinator and 6 non-experts: 4 Senior and 2 Junior Experts).*

*CVs for experts other than the experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles.*

It is our understanding that we do not have to submit any CV for the so called "non-experts" (4 Senior Experts and 2 Junior Experts) but we have to include and describe their profile in the technical offer. Therefore the only CV that must be submitted is the one of the Expert 1 - Coordinator. Could you kindly confirm that our understanding is correct?

**Answer:** Your understanding is correct

**Question 2:** A2 Service Contract Notice - FB-GB v2019.0 - At page 3 is written:

*- the average annual turnover of the tenderer must exceed 500,000.00€ in the past two closed years (2018 and 2019).*

AND

D Tender Submission Form and Declarations - GP-FB v2019.0 - At pages 2-3 is written:

*Please complete the following table of financial data based on your closed annual accounts and your latest projections. [...].*

| <i>Financial data</i>      | <i>2018</i><br>€ | <i>2019</i><br>€ | <i>Average</i> |
|----------------------------|------------------|------------------|----------------|
| <i>Annual turnover</i>     |                  |                  |                |
| <i>Current Assets</i>      |                  |                  |                |
| <i>Current Liabilities</i> |                  |                  |                |



It is our understanding that the financial figures have to refer to the two last closed financial years. In the case of *our company*, the two last years for which the accounts have been closed are 2017 and 2018. Could you please kindly confirm that we can use the financial figures of those two years (2017 and 2018) where requested?

**Answer:** If annual accounts are not yet available for the year 2019, please provide your latest estimates.

**Question 3:** *B Annex II ToRs - Studies v2019.0 - At page 5*

To conceive, structure, carry out, evaluate an extensive and comprehensive consultation of stakeholders relevant to the UfM mandate and work, and operating in the **UfM region**, in order to reach the above mentioned objective. For each step, the contractor will keep in close contact with the contracting authority.

It is our understanding that the relevant stakeholders involved in the consultation have to be considered as stakeholders operating in the **UfM region**. As the UfM region is composed by 43 countries (28 EU Member States and 15 Southern and Eastern Mediterranean Countries), could you please confirm that, in this TA the contractor shall identify, in close coordination with the CA, stakeholders in each one of these 43 countries?

**Answer:** It is not mandatory to identify Stakeholders in each one of the 43 countries.

**Question 4:** *B Annex II ToRs - Studies v2019.0 - At pages 5 and 6*

\* To conceive, structure, carry out, **evaluate** an extensive and comprehensive consultation of stakeholders relevant to the UfM mandate and work, and operating in the UfM region, in order to reach the above mentioned objective. For each step, the contractor will keep in close contact with the contracting authority.

[...]

\* The selected contractor, based on an equally accredited, proven, integrated expertise in policy, scientific and statistical processing of feedbacks, in cooperation with UfM ECA and WEBE Divisions, shall furthermore **elaborate the results of the consultation** in order to extract relevant public policy perspectives for regional policy makers of the various involved levels.

It is our understanding that "evaluate [...] the consultation", as mentioned at page 5, has to be understood as "elaborate the results of the consultation", as further specified at page 6. Could you please confirm that our understanding is correct?

**Answer:** The contractor has to elaborate the consultation, and further use, exploit and elaborate its results.



### REQUEST FOR CLARIFICATIONS Nr. 2 (dated Fri 26/06/2020 15:59)

**Question 5:** We are a think-tank network of academic institutes and therefore we wish to include legal members of the network within the project.

Our question is:

Do they need to be included as separate entities/members in the proposal, thus forming a consortium?

Or are they (and their staff) already considered as part of the Tenderer, as they are its legal members?

**Answer:** Tenders should be submitted by the same service provider to which the letter of invitation to tender is addressed. No change whatsoever in the identity or composition of the tenderer is permitted unless a written request has been submitted to the contracting authority and the latter has given its prior approval in writing, in accordance with section 3.d) of the instructions to tenders.

It is the responsibility of the Contractor to compose and propose experts team which has an appropriate mix of expertise's and skills required for this engagement.

### REQUEST FOR CLARIFICATIONS Nr. 3 (dated Sun 28/06/2020 10:34)

**Question 6:** We would be glad to know what is meant to be reported in this Annex (one Excel sheet for each expert with for any line a current activity and its weight in terms of working days per year?)

**Answer:** The information to be included in the Annex IV Experts - iRP-GP-FB v2019.0 should be limited to the subject matter related to the present invitation to tender. In the template, the various sections are filled according to the relevance for the requirements for the expert specified in section 6.1.1. of the terms of reference. Please note that only CV per Expert 1: Coordinator position should be provided in the technical proposal.

According to the provisions of the Terms of references, CVs for non-experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer, providing explanations on how these non-experts can be selected and mobilised, that they have access to experts with the required profiles. Thus, no names are mandatory at the proposal stage.

### REQUEST FOR CLARIFICATIONS Nr. 4 (dated Thu 02/07/2020 10:46)

**Question 7:** I was therefore wondering whether it is implicit from your invitation the authorisazion and the fact that you do not consider a problem that some of the experts (and the coordinator of University of Tor Vergata) will be university professors and civil servants

**Answer:** Please note that according to the provisions of the Terms of Reference, point 6.1 : "Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts



if well justified prior written approval has been obtained from the UfM Secretariat. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.”

With respect to the justification to civil servants relating to the experts, if the proposed experts are employees/staff/civil servants of the contractor/consortia the justification and related proofs are not required. Tenderers are required to submit a justification and related proofs if any expert (who is civil servant as per point 6.1) is not directly employed by the legal entity(ies).